

Adams County Housing Authority  
PHA Annual Plan 2012  
PHA 5-Year Plan 2010-2014 - Plan Elements

6.0 PHA Plan Elements (24 CFR 903.7)

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.

ACHA has comprehensive policies and procedures pertaining to the administration of the subsidized housing programs managed by the Housing Authority. They are contained in the Administrative Plan for the Section 8 Housing Choice Voucher Program and the Admissions and Continued Occupancy Plan for the Public Housing Program.

Included in the Section 8 Housing Choice Voucher Program Administrative Plan are guidelines for non-discrimination, outreach to families and landlords, completion of application and determination of family eligibility, waitlist management, eligibility for admission, income for admission, notification to applicants, tenant selection and assignment, informal review, verification of income and other information, evidence and verification of eligible immigration status, briefing of families, obligations of the family, housing quality standards inspections, occupancy standards, lease approval, information and assistance for participating families, interim adjustments and annual certification, termination and family moves, denial of continued assistance, hearings, portability, family self sufficiency, complaints to the PHA, eligibility for students, Violence Against Women Act, Special Admission to the Waitlist and the Lottery System. ACHA observes deconcentration guidance from HUD by encouraging families to locate in neighborhoods that will improve the life opportunities of family members.

Contained in the Public Housing Admissions and Continued Occupancy Plan are guidelines for non-discrimination, family information, verification and privacy rights, applying for admission, eligibility for admission and process of application, waitlist management, grounds for denial of admission, tenant selection and assignment, income verification and documentation, orientation of families, housing quality standards inspections, eligibility for continued occupancy annual re-examinations and remaining family members, interim adjustments, lease termination and eviction, utilities, flat rent, complaints and grievance procedures, pet policy, and community service policy. The Housing Authority has one public housing development, Casa Redonda de Vigil, a 42 unit senior housing community. Based on this fact, deconcentration is not an option for ACHA's Public Housing Program.

Document access location: PHA office.

2. Financial Resources

ACHA utilizes the Annual Contributions Contract (ACC), Capital Fund Program, Operating Subsidy Program, Housing Choice Voucher Family Self Sufficiency Grant, and Community Service Block Grant to fund the administrative, operational, Housing Assistance Payment (HAP), capital improvements, and case management costs for the Section 8 Housing Choice Voucher Program and the Public Housing Program.

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3. Rent Determination

ACHA does not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less U.S. Department of Housing and Urban Development (HUD) mandatory deductions and exclusions).

The Housing Authority's Rent Determination policies and procedures are based on the HUD regulations pertaining to Fair Market Rent, Payment Standards, Rent Reasonableness and Flat Rent. ACHA's guidelines were created to prevent program abuse, maximize resources, and confirm compliance with federal regulations for the Section 8 Housing Choice Voucher Program and Public Housing Program.

Document access location: PHA office.

4. Operation and Management

The Housing Authority maintains an organizational chart showing the management structure and organization.

ACHA uses the following for maintenance and management of its public housing units: Admissions and Continued Occupancy Policy, Personnel policies, Procurement policies, Maintenance Plan with schedule of charges (this includes pest infestations policy – inspection dates, frequency of inspection, eradication methods and approved vendors for eradication), and an approved vendor list for maintenance.

Section 8 Management uses the Section 8 Housing Choice Voucher Program Administrative Plan.

Document access location: PHA office.

5. Grievance Procedures

ACHA's Grievance Procedures are designed to offer a program participant the opportunity to raise and resolve any dispute which they may have with respect to a Housing Authority action or failure to act in accordance with the public housing lease or federal and/or ACHA regulations which adversely affect their rights, duties, welfare, as well as continued participation in the Public Housing and Section 8 Housing Choice Voucher programs.

Document access location: PHA office.

6. Designated Housing for Elderly and Disabled Families

The Housing Authority applied for and was granted by HUD the designation of "Elderly Housing" for Public Housing project CO058000001P, also known as Casa Redonda de Vigil.

Document access location: PHA office.

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7. Community Service and Self Sufficiency

ACHA developed and implemented a Community Service Policy to establish guidelines and procedures for staff and public housing residents to follow for compliance with the community service and self sufficiency activity requirements so that all affected residents can fulfill their obligation each month. The policy and procedure is detailed in the Admissions and Continued Occupancy Plan for Public Housing.

Document access location: PHA office.

8. Safety and Crime Prevention

ACHA is not aware of a high incidence of crime in its public housing property. However, the Authority is very sensitive to reducing crime. ACHA does check police reports to track crime incidents. If crime became an issue in the any of the public housing developments, ACHA would take the appropriate measures to deal with the issue. The Housing Authority has taken additional measures to ensure safety and crime prevention: 1) on-site safety seminars provided by the local police department, 2) employment of a security company for nightly patrols of the community, and 3) an alert system for each unit.

Document access location: PHA office.

9. Pets

ACHA has a Pet Policy to ensure that those residents who desire pets are responsible pet owners and that those residents who do not desire pets are not inconvenienced by pets on the premises. The policy and procedure is detailed in the Admissions and Continued Occupancy Plan for Public Housing as well as addressed in the unit lease.

Document access location: PHA office.

10. Civil Rights Certification

ACHA is in compliance and will continue to comply with all Fair Housing and Civil Rights laws, statutes, regulations and Executive Orders as enumerated in 24 CFR 5.105(a). ACHA has not been charged with a systemic violation of the Fair Housing Act by the Secretary alleging ongoing discrimination; ACHA is not a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; and ACHA has not received a letter of noncompliance findings under Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, or section 109 of the Housing and Community Development Act of 1974.

The Housing Authority has completed and signed the 50077.cr certification. The certification was submitted to the U.S. Department of Housing and Urban Development as part of the 5 Year Plan 2010-2014, and will be part of each annual plan submission.

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PHA Statement of Consistency with the Consolidated Plan

The Adams County Consolidated Plan supports the Housing Authority through clear communication, grant awards and coordination of common goals as detailed below to maximize human and financial resources:

“ACCD staff members communicate on an on-going basis with the Adams County Housing Authority with regard to program implementation and affordable housing policy in the County.”

Both agencies actively participate in the Adams County Housing Task Force. ACHA administers the First time Homebuyer Program for the County which is funded through the HOME program. ACHA has also received various CDBG grants in the past to create, rehabilitate, and sustain affordable housing. The Housing Authority also administers the Neighborhood Stabilization Program (NSP) on behalf of Adams County.

ACHA is a quasi-governmental agency that has both a separate Board of Directors and management from Adams County. The County and ACHA work very closely, however, to ascertain the housing needs of the residents of Adams County – both public housing and non-public housing.

Priority # 1: Rental housing is available for the low and very low income populations where rental housing rates are low.

Priority #2: Affordable housing is located in areas easily accessed by the low to moderate income populations.

Priority # 3: Affordable housing is available for low income renters that want to buy.

Priority # 4: Aging housing stock of low to moderate income owner occupied units is rehabilitated and/or repaired.

Priority # 5: Homeownership increases in areas where the ownership rates are low.”<sup>1</sup>

The Housing Authority incorporates the housing priorities specified in the Consolidated Plan into the agency’s strategic planning

Document access location: PHA office.

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<sup>1</sup> Adams County 2010-2014 Consolidate Plan

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11. Fiscal Year Audit

In the most recent fiscal year audit for 2009, no findings were cited. The audit evidences that the one finding from 2008, as cited in the 2009 Annual Plan, was cleared.

Document access location: PHA office.

12. Asset Management

ACHA has engaged in activities that will contribute to the long-term asset management of the agency's public housing stock, including planning for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs. This system is seamlessly matched with our non-public housing real estate portfolio management to maximize resources, fulfill fiscal and programmatic accountability, and achieve the best possible outcomes while expanding affordable housing choice options for low income families.

Document access location: PHA office.

13. Violence Against Women Act

ACHA has incorporated an amendment to the Section 8 Housing Choice Voucher Program administrative plan outlining specific eligibility requirements and procedures for application of this program component.

Document access location: PHA office.

7.0 (a.) Hope VI

ACHA does not anticipate pursuing a HOPE VI grant in fiscal year 2010.

(b.) Disposition

The U.S. Department of Housing and Urban development (HUD) approved the Housing Authority's application for the disposition of 35 single family public housing units on September 20, 2007 with approved amendments dated September 11, 2008 and June 18, 2009. The disposition is complete and all 35 units have been sold. ACHA's strategy is to replace these scattered site units with one or two larger, affordable rental properties. The replacement housing units will be affordable and restricted to families with incomes not exceeding 80% of the area median income at initial occupancy.

Our replacement program is a combination of acquisition of existing multifamily units and construction of new multifamily units. HUD has determined that ACHA's planned use of the proceeds meets the requirements of the statute. It is our goal to use the proceeds from the disposition to leverage additional financial resources to provide approximately 3 times the number of units disposed of, or 100 affordable housing units by the end of fiscal year 2012.

We are currently pursuing the activities of our Replacement Program Plan. ACHA will revise this Plan, as necessary, based on events that may cause an economic, environmental or hardship

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impact to the Housing Authority or the community. At such time, ACHA will provide a copy of the revised Replacement Program Plan and an amended Annual Plan to the local HUD field office. The Housing Authority submitted a Replacement Housing Factor Plan to the local HUD field office on August 19, 2010.

Document access location: PHA office.

(c.) Homeownership

At this time ACHA is not currently pursuing the Housing Choice Voucher Home Ownership Program.

(e.) Project Based Voucher Program

ACHA has been approved to Project-Base 11 of its Housing Choice Vouchers in two properties:

Terrace Garden Apartments  
7100-7131 Hooker Street  
Westminster, CO 80030  
County of Adams, State of Colorado

Approved Units - 10 One-bedroom units, 550 -700 square feet

Orchard Crossing Apartments  
4183 W. 72<sup>nd</sup> Ave  
Westminster, CO 80030  
County of Adams, State of Colorado

Approved Unit – 1 Four-bedroom unit, 865 square feet

- The units comply with Housing Quality Standards: safe, decent and sanitary.
- Are in line with our mission, to preserve affordability, i.e., operating expenses, rent levels, debt service information in relation to vacancy rates.
- The degree of affordability of the property is based on current Area Median Income targets.
- Supportive services that are offered include but are not limited to, budgeting, parenting, housekeeping, job search, educational services, and others to provide opportunities for low income families to enhance their economic opportunities.

ACHA has policies, procedures, notices and updated our administrative plan for our Project Based Voucher Program.

Document access location: PHA office.

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**5.2 Goals and Objectives**

1. Increase decent affordable housing options through real estate development activities and the expansion of housing programs.
  - Develop, acquire and/or rehabilitate 300 units in five years
  - Actively pursue funding opportunities to develop housing units affordable to persons/families earning between 30% to 60% of Area Median Income (AMI).
  - Explore feasibility of developing a lease-to-own housing program
  - Identify potential private/public partnerships for the creation of additional affordable housing units.
  - Identify opportunities to develop affordable and mixed income housing communities adjacent to transit lines or Transit Oriented Developments (TODs).
  - Deploy a project based voucher program with a resident service component.
2. Strengthen communities through the expansion of programs and services to encourage economic self-sufficiency among residents and program participants.
  - Develop and/or expand the scope of existing workshops to cover the areas identified to support enhanced family improvement.
  - Focus strategies on transforming zero income participants to households with earned incomes.
  - Establish partnerships with private and public sector to develop a collaborative approach in meeting the varied needs of our residents and program participants.
  - Explore the feasibility of creating an ombudsman program to mentor our residents/program participants.
  - Work in partnership with community service agencies to identify strategies to address barriers in meeting economic self-sufficiency. These areas include childcare, transportation, employment, and health care.
3. Endorse fair and equal opportunity in housing.
  - Inform and educate residents and program participants on Fair Housing issues.
  - Increase frequency and number of locations for workshops to raise community awareness about predatory lending, foreclosure prevention, and homeownership/tenancy rights and responsibilities.
  - Require Fair Housing training and certification for all staff on a regular basis.
  - Design educational tools and materials to inform residents on issues of health and safety; energy conservation; household maintenance; and personal development.

4. Incorporate and support high standards of ethics, effective management, and promote accountability throughout the organization.
  - Develop a customer service satisfaction program to assess quality of service delivery system throughout all programs and properties.
  - Reaffirm corporate guiding values and core competencies and revise performance management appraisal system to reinforce desired outcome.
  - Expand scope of compliance to encompass all areas/departments of the agency.
  - Monitor internal control systems to ensure agency activities are carried out in an effective and efficient manner.
  - Maximize the utilization of technology through further expansion of Yardi modules, enhance capabilities through customization, and provide on-going associated staff training.
  - Continue to utilize and monitor data through HUD's on-line systems including but not limited to Voucher Management Systems (VMS); Section Eight Management Assessment Programs (SEMAP); Real Estate Assessment Center (REAC); Enterprise Income Verifications System (EIV).
5. Develop and launch an educational campaign designed to promote the need for affordable housing and services and the value it brings to the community.
  - Design a curriculum for messaging presentations
  - Engage community leaders and local organizations to host a community dialogue around affordable housing and services.
  - Develop printed materials, public service announcements, press releases and human-interest stories to communicate and support our efforts.
6. Connect the community at large to appropriate housing information opportunities and resources to meet the needs of a diverse population.
  - Develop a system for residents and program participants to access general program information, service locations and a directory of community resources through multiple means such as a call center and electronically through the web.
  - Update and maintain marketing materials and agency website on a regular basis to capture programmatic and regulatory changes.
  - Work in partnership with local service providers to streamline and improve access to a multiple service delivery system.





9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

## **Instructions form HUD-50075**

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### **1.0 PHA Information**

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### **2.0 Inventory**

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### **3.0 Submission Type**

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### **4.0 PHA Consortia**

Check box if submitting a Joint PHA Plan and complete the table.

### **5.0 Five-Year Plan**

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

**PHA Plan Elements.** (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

## 7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

### (a) Hope VI or Mixed Finance Modernization or Development.

1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>

### (b) Demolition and/or Disposition.

With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at:

[http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)

**Note:** This statement must be submitted to the extent that **approved and/or pending** demolition and/or disposition has changed.

### (c) Conversion of Public Housing.

With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

(d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 **Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 **Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

- 1. At the end of the program year; until the program is completed or all funds are expended;
- 2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
- 3. Upon completion or termination of the activities funded in a specific capital fund program year.

### 8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 **Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:  
<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**9.1 Strategy for Addressing Housing Needs.** Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 08/31/2011

Part I: Summary

PHA Name: <b>Adams County Housing Authority</b>	Grant Type and Number Capital Fund/Program Grant No: Date of CFP:	Replacement Housing Factor Grant No:	FFY of Grant: 2012 FFY of Grant Approval:
--	---	--------------------------------------	--

Type of Grant Original Annual Statement Performance and Evaluation Report for Period Ending:		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no. ) Final Performance and Evaluation Report	
Line	Summary by Development Account	Original	Total Estimated Cost	Revised <sup>2</sup>	Total Actual Cost <sup>1</sup>
				Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	29,889			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	6,626			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	5857			
10	1460 Dwelling Structures	15,480			
11	1465.1 Dwelling Equipment—None expendable	8,336			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)	66,268			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	11,915			

<sup>1</sup> To be completed for the Performance and Evaluation Report.


<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 08/31/2011

<b>Part I: Summary</b>					
<b>PHA Name:</b> Adams County Housing Authority (ACHA)		<b>Grant Type and Number</b> Capital Fund/Program Grant No: _____ Date of CFRP: 0005000001P		<b>Replacement Housing Factor Grant No:</b>	
<b>Type of Grant</b> Original Annual Statement Performance and Evaluation Report for Period Ending:		<b>Reserve for Disasters/Emergencies</b>		<b>Revised Annual Statement (revision no: )</b> Final Performance and Evaluation Report	
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Obligated</b>	<b>Total Actual Cost<sup>1</sup></b>	<b>Expended</b>
<b>Signature of Executive Director</b> 		<b>Date</b> 10-27-2011	<b>Signature of Public Housing Director</b>		

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
**Expires 08/31/2011**

[illegible]

<sup>2</sup> To be completed for the Performance and Evaluation Report.



U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
**Expires 08/31/2011**

**Expires 08/31/2011**

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
**Expires 08/31/2011**

**PHA Name:**  
Adams County Housing Authority (ACHA)

[illegible]

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 08/31/2011

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: <b>Adams County Housing Authority (ACHA)</b>					Federal FFY of Grant: 2012	Reasons for Revised Target Dates <sup>1</sup>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

# Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/20011

<b>Part I: Summary</b>							
PHA Name/Number		Locality (City/County & State)				<input type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY _____	Work Statement for Year 2 FFY _____	Work Statement for Year 3 FFY _____	Work Statement for Year 4 FFY _____	Work Statement for Year 5 FFY _____	
B.	Physical Improvements Subtotal	Annual Statement					
C.	Management Improvements						
D.	PHA-Wide Non-dwelling Structures and Equipment						
E.	Administration						
F.	Other						
G.	Operations						
H.	Demolition						
I.	Development						
J.	Capital Fund Financing – Debt Service						
K.	Total CFP Funds						
L.	Total Non-CFP Funds						
M.	Grand Total						

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011**

[illegible]

**U.S. Department of Housing and Urban Development**  
**Office of Public and Indian Housing**  
**OMB No. 2577-0226**  
**Expires 4/30/20011**

Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____			Work Statement for Year: _____ FFY _____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See						
Annual						
Statement						
	Subtotal of Estimated Cost		\$	Subtotal of Estimated Cost		\$

**Capital Fund Program—Five-Year Action Plan**

**U.S. Department of Housing and Urban Development**  
**Office of Public and Indian Housing**  
**OMB No. 2577-0226**  
**Expires 4/30/2011**

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>							
Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____			Work Statement for Year: _____ FFY _____			
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	
See Annual Statement							
		Subtotal of Estimated Cost		\$	Subtotal of Estimated Cost		\$

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____		Work Statement for Year: _____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual				
Statement				
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$



**Capital Fund Program—Five-Year Action Plan**

**U.S. Department of Housing and Urban Development**  
**Office of Public and Indian Housing**  
**OMB No. 2577-0226**  
**Expires 4/30/20011**

<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____		Work Statement for Year: _____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual				
Statement				
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

# Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 08/30/2011

<b>Part I: Summary</b>						
PHA Name/Number ACHA CO058		Locality (City/County & State) Commerce City, Adams, CO		Original 5-Year Plan		Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2012	Work Statement for Year 2 FFY	Work Statement for Year 3 FFY	Work Statement for Year 4 FFY	Work Statement for Year 5 FFY
		Annual Statement				
B.	Physical Improvements Subtotal	29,819		13,062	31,862	32,052
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment			5,441		
E.	Administration	6,825		7,030	7,241	7,458
F.	Other			12,351		
G.	Operations	31,612		32,419	33,309	34,308
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds	68,256		70,303	72,412	73,818
L.	Total Non-CFP Funds					
M.	Grand Total	68,256		70,303	72,412	73,818

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/20011**

[illegible]

**U.S. Department of Housing and Urban Development**  
**Office of Public and Indian Housing**  
**OMB No. 2577-0226**  
**Expires 4/30/2001**

[illegible]

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/20011**

Work	Work Statement for Year	Work Statement for Year:
Work	Work Statement for Year	Work Statement for Year:

**\$ 73,818**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/20011**

[illegible]

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2001**

[illegible]

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Jacqueline Pickett the Division Administrator certify that the Five Year and  
Annual PHA Plan of the Adams County Housing Authority is consistent with the Consolidated Plan of  
Adams County, Colorado prepared pursuant to 24 CFR Part 91.

  
10/14/2011  
Signed / Dated by Appropriate State or Local Official



**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Susanna Sotelo the Neighborhood Resources Supervisor certify that the Five Year and Annual PHA Plan of the Adams County Housing Authority is consistent with the Consolidated Plan of City of Thornton, Colorado prepared pursuant to 24 CFR Part 91.

Susanna Sotelo 10/13/11

Signed / Dated by Appropriate State or Local Official

## Submit Plan Checklist – PHA Plans

How do you know if your plan is complete? Use the following checklist to ensure the PHA Plan is complete and ready for submission:

<i>Place an "X" or √ in this column for items completed</i>		<b>Standard and Troubled 5-Year/Annual 50075</b>	<b>High Performers, Section 8 Only 50075</b>
X	<b>1.0 PHA Information</b>	X	X
	C. 5-Year Plan completed (when due)	X	X
X	<b>2.0 Inventory</b>	X	X
X	<b>3.0 Submission Type</b>	X	X
N/A	<b>4.0 PHA Consortia</b>	Optional	Optional
	<b>5.1 Mission (when 5-Year Plan due)</b>	X	X
	<b>5.2 Goals and Objectives (when 5-Year Plan due)</b>	X	X
X	<b>6.0 PHA Plan Update</b>	X	X
X	<b>7.0</b>		
	HOPE VI	If applicable	If applicable
	Mixed Finance Mod/Development	If applicable	If applicable
X	Demo/Disposition	If applicable	If applicable
	Mandatory or Voluntary Conversion	If applicable	If applicable
	Homeownership Programs	If applicable	If applicable
X	Project-based Vouchers	If applicable	If applicable
X	<b>8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report</b>	If applicable	If applicable
X	<b>8.2 Capital Fund Five-Year Action Plan</b>	If applicable	If applicable
	<b>8.3 Capital Fund Financing Program (CFFP)</b>	If applicable	If applicable
X	<b>9.0 Housing Needs</b>	X	5-Year Plan Only
X	<b>9.1 Strategy for Addressing Housing Needs</b>	X	5-Year Plan Only
	<b>10.0 Additional Information</b>	X	5-Year Plan only
	<b>11.0 Required Submissions, if applicable</b>	X	

X	Required <b>Certifications</b> signed and submitted to Local HUD Field Office	
X	<i>Certification of Compliance with PHA Plan and Related Regulations</i> Form HUD-50077	X
X	If applying for Capital Funds: Form HUD-50070, <i>Drug-Free Workplace</i> Form HUD-50071, <i>Payments to Influence Federal Transactions</i> Forms SF-LLL and SF-LLLa, <i>Lobbying Activities</i>	X
X	<b>RAB</b> comments received and addressed	X

# The Denver Newspaper Agency

## PUBLISHER'S AFFIDAVIT

City and County of Denver )  
State of Colorado )  
)

The undersigned **Jean Birch**  
being first duly sworn under oath, states  
and affirms as follows:

1. He/she is the legal Advertising Reviewer of the Denver Newspaper Agency, publisher of *The Denver Post* and *Your Hub*.
2. *The Denver Post* and *Your Hub* are newspapers of general circulation that have been published continuously and without interruption for at least fifty-two weeks in Denver County and meet the legal requisites for a legal newspaper under Colo. Rev. Stat. 24-70-103.
3. The notice that is attached hereto is a true copy, published in *The Denver Post* on the following date(s):

September 14, 2011

Jean Birch  
Signature

Subscribed and sworn to before me this 14  
day of September, 2011.

Mary D Coulter  
Notary Public

My commission expires October 15, 2011

(SEAL)

Mary D Coulter  
Notary Public  
State of Colorado

### Notice of Public Hearing Adams County Housing Authority

The Adams County Housing Authority will hold a public hearing to submittal of the 2012 Annual Plan to the U.S. Department of Housing And Urban Development. Interested citizens wishing to comment are invited to attend. The Public Hearing will be held on **October 27, 2011 from 4:00 p.m. to 5:00 p.m. at the administrative Office of the Authority at 7190 Colorado Blvd., 6th Floor, Commerce City, CO.**

The Authority will also accept written comments during the 45-day review period. A copy of the plan is available for review and comment submission from September 14, 2011 through October 27, 2011 during normal business hours at the administrative offices of the Authority.

If you are disabled and are planning to attend the public hearing and require assistance in understanding or participating, please contact the Authority at 303-227-2013 or at Colorado Relay 1-800-659-2656 at least 24 hours in advance and arrangements will be made to provide any assistance that you may require.

Adams County Housing Authority

Donald R. May  
Executive Director

**Notice of Public Hearing  
Adams County Housing Authority**

The Adams County Housing Authority will hold a public hearing to submittal of the 2012 Annual Plan to the U.S. Department of Housing And Urban Development. Interested citizens wishing to comment are invited to attend. The Public Hearing will be held on October 27, 2011 from 4:00 p.m. to 5:00 p.m. at the administrative Office of the Authority at 7190 Colorado Blvd., 6<sup>th</sup> Floor, Commerce City, CO.

The Authority will also accept written comments during the 45-day review period. A copy of the plan is available for review and comment submission from September 14, 2011 through October 27, 2011 during normal business hours at the administrative offices of the Authority.

If you are disabled and are planning to attend the public hearing and require assistance in understanding or participating, please contact the Authority at 303-227-2013 or at Colorado Relay 1-800-659-2656 at least 24 hours in advance and arrangements will be made to provide any assistance that you may require.

Adams County Housing Authority

Donald R. May  
Executive Director

**Adams County Housing Authority**

**Annual Plan 2012**

**Resident Advisory Board and Public Comments**

There were no comments received from the Resident Advisory Board (RAB) regarding the 2012 annual plan.

There were no comments from the public submitted regarding the Annual plan during the 45 day review period from September 14, 2011 or at the Public hearing held on October 27, 2011.

**PHA Certifications of Compliance  
with PHA Plans and Related  
Regulations**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

Resolution 11-07

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 2012, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Adams County Housing Authority  
PHA Name

CO058  
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_

X Annual PHA Plan for Fiscal Years 20\_\_ - 20\_\_

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official <i>Craig A. Carlson</i>	Title <i>Board Chairman</i>
Signature <i>[Signature]</i>	Date <i>9-28-11</i>



# Certification of Payments to Influence Federal Transactions

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Applicant Name

Adams County Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Donald R. May

Title

Executive Director

Signature



Date (mm/dd/yyyy)

10-27-2011

**Civil Rights Certification**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

Resolution 11-08

**Civil Rights Certification****Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*


The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Adams County Housing Authority

CO058

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official <b>Craig A. Carlson</b>	Title <b>Board Chairman</b>
Signature 	Date <b>9-28-11</b>

# Certification for a Drug-Free Workplace

U.S. Department of Housing  
and Urban Development

Applicant Name

Adams County Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Casa Redonde de Vigil  
1080 W 69th Avenue  
Denver, CO 80221

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Donald R. May

Title

Executive Director

Signature

Date

X

10-27-2011

# Certification of Payments to Influence Federal Transactions

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Applicant Name

Adams County Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Donald R. May

Title

Executive Director

Signature



Date (mm/dd/yyyy)

10-27-2011

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____	
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 7			<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> Adams County Housing Authority 7190 Colorado Blvd Commerce City, CO 80022  Congressional District, if known: 7		
<b>6. Federal Department/Agency:</b> U.S. Department of Housing and Urban Development			<b>7. Federal Program Name/Description:</b> Capital Fund Program  CFDA Number, if applicable: 14-872		
<b>8. Federal Action Number, if known:</b>			<b>9. Award Amount, if known:</b> \$		
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):  Not Applicable			<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):  Not Applicable		
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature:  Print Name: Donald R May Title: Executive Director Telephone No.: 303-227-2080 Date: 10-27-2011		
<b>Federal Use Only:</b>			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.